

PRE-001

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3-DAY PRE-STORM CHECKLIST

Description	Responsibility	3 Days in Advance	2 Days in Advance	1 Day in Advance	Opening EOC
Weather Forecasts	McCallan/Spink/	Monitor/Communicate the forecast	Monitor/Communicate the forecast	Monitor/Communicate the forecast	Monitor/Communicate the forecast
Communication	McCallan/Spink/Root	Regular	Conference Call with Storm Conference Call Checklist participants	Conference Call with Storm Conference Call Checklist participants	Conference Call with Storm Conference Call Checklist participants
Management	Pettigrew/Root		Regular communication with SRT	Regular communication with SRT	Regular communication with SRT
Storm Status Voice Mail	McCallan/Spink		Load message on x22200 & e-mail reminder with weather report	Update notices	Update notices
Daily Bulletins	McCallan/Spink		Send out e-mail	Update send out e-mail	Update send out e-mail
Media Relations	McCallan/Spink/Barry		Discussion with Media Relations (Deb Drew and David Graves)	Update and issue ads for newspapers.	Notify of setup
Regional Emergency Operations Center	McCallan/Chieco	Facilities	Decision when to setup	Setup EOCs	OPEN and make notifications.
IS Resources	McCallan/Spink/Towne		Notify Steve Dalbec and Pam Fournier	Communicate with Steve Dalbec and Pam Fournier	Make notification to IS (see OPEN-003)
New York Region	McCallan/Spink/Chieco		Notify Al Chieco and Vic Ladd-deGraff	Discussion with Al Chieco and Vic Ladd-deGraff	Make notification to Al Chieco and Vic Ladd-deGraff

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Storm Plans	Division and Functional Heads	Review plans	Review plans and perform check-off sheets	Review plans and perform check-off sheets	Follow Storm Plans
Caterers	Meals Coordinators		Preliminary Discussions		Make arrangements
Hotels	RoD Lodging Coordinators	Preliminary Discussions and contact PO lodging providers and commit rooms	Assess commitment	Confirm or deny commitment	Make arrangements
Staging Sites	Pohl/Logistics Site Managers/Restoration Managers	Review plans and contact Base Logistics	Assess commitment	Confirm or deny commitment and preposition resources and equipment	Preposition resources and equipment and assess establishing staging sites immediately post storm
Work Orders	Division Heads/Murphy			Setup account numbers.	Issue Storm Account Numbers
Credit/Procurement Cards Petty Cash	Division and Functional Heads/Logistics Site Managers/Lodging Leads	Check Local Petty Cash Availability and Storm Fund Cards for increasing limits	Procurement / Storm Fund Cards Susan Perrigo (315) 428-6692 GE Capital Judy Wilsch (315) 428-5896 Supvr. Pam Richards (315) 428-5206		Arrange for petty cash distributions, as needed

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Storm Stock	Prior/Bolger	Check availability of materials	Arrange for delivery of any deficient levels of items	Deliver storm boxes to selected staging areas	Deliver storm boxes to selected staging areas
Customer Service Center	Concemi/ DiGeronimo	Determine staffing needs and make SEAL notifications	Review medical notification process (critical care customers)	Setup backup processes and supplies	Implement CCC procedures
Transportation Fuel / Vehicles	Beal	Confirm inventory	Assess Inventory and confirm re-supply	Release vehicles from maintenance Notify people to bring vehicles with them when going to other districts as bird dogs, supervisors and engineers	Obtain vehicles and specialized equipment as needed.
Cell Phones	McCallan/Murphy	Confirm inventory	Check Availability	Distribute phones	
Staffing Resources	Division and Function Heads	Check availability of staffing resources	Establish staffing schedules & notify SEAL personnel	Activate SEAL personnel and prepare for initial storm impact	
SEAL Resources	McCallan/Murphy and SEAL Coordinators	Establish list of working SEAL personnel and forward to EOC	Discussion of need for additional resources.	Send notifications and print copies by default location rosters locally.	SEAL Coordinators to keep SEAL database current as to the status of people assigned to the emergency

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Service Company Personnel	Darwin/Luchini	Determine if Service Company personnel may be used in restoration efforts	Notify Service Company personnel where to report	Make arrangements to notify Service Company personnel prior to 2:00 p.m. the day before they are needed, allowing for equipment relocation	Assign Service Company personnel, as needed
Tree Crews	Bodkin/Moran	Notify vendors	Discussion of need	Discussion of need	Put on standby
Contractor Crews	Curran/Szczepanek	Availability	Discussion of need and commit as required	Discussion of need and commit as required	Put on Standby in staging areas
Mutual Assistance Foreign Utilities	Curran/Szczepanek		Verify contacts	Discussion of Need and commit as required	
Municipals/LSC/Critical Facilities	ESS Heads	Notify ESS	Assess ESS	Contact and confirm with ESS	Notify of opening
FEMA/EMERGENCY MANAGEMENT AGENCY RI EMA NH OEM	Henderson Ryan Sherry	Contact Contact Contact	Contact Contact Contact	Contact Contact Contact	Notify of opening Notify of opening Notify of opening
Training	Division and Function Heads		Conduct refresher training, if needed	Conduct refresher training, if needed	
Human Resources Services	Dowd	Contact	Assess	Commit	Notify of opening

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Vacation	McCallan/Spink/ Pettigrew/Dowd		Consider canceling vacations	Cancel vacations	
Generation (Nantucket)	McCallan/Spink/ Fredericks	Determine need for large generators	Notify generation vendors	Place generators at strategic locations	Put on standby
Special Equipment	McCallan/Spink/Beal	Determine needs and availability	Establish first refusal, if possible	Commit to special equipment	
Public Utility Commissions MA, RI, NH	McCallan/Spink	Check contacts	Preliminary discussions, as needed or requested	Contact	Notify of opening